

Michael Held

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Current Address:
431 Chinook Dr. Apt. 7
Syracuse, NY, 13210

Permanent Address:
1384 Ruffner Rd
Niskayuna, NY, 12309

EDUCATION

Syracuse University, Syracuse, NY
School of Information Studies and Martin J. Whitman School of Management
Bachelors of Science, May 2015
Major: Information Management and Technology and Accounting

EXPERIENCE

General Electric, Albany, NY
Tax System Intern, July 2014-Present

- Updated critical Microsoft Excel documents related to various IRS documents
- Identified and fixed performance errors on company's Tax Report Generator
- Worked independently on several technical projects related to state taxes

Tri-City Valley Cats, Inc., Troy, NY

Minor League Baseball Team
Assistant Stadium Operations Manager (Intern), May 2013-August 2013

- Responsible for hiring, training, scheduling and management of a 15 member parking lot staff and a 12 member cleaning staff
- Strategizes, organizes and assembles stadium advertisements
- Performs general stadium upkeep, maintenance and supply inventory checks.

Town of Niskayuna Parks and Recreation, Niskayuna, NY

Lifeguard, 2008-2009; *Assistant Manager*, 2010-2012; *Swim Coach*, 2011-2012

- Lifeguard is responsible for safety and supervision of pool patrons, as well as performing first aid and cardiopulmonary resuscitation (CPR) as necessary.
- Assistant manager is responsible for managerial duties at the pool when a manager cannot be present. Duties include handling patron issues and testing pool chemicals.
- Swim coach teaches children ages 5 to 18 how to swim properly.

LEADERSHIP AND AWARDS

Donna M. Crandall Foundation Burke B. Bear Award for Outstanding Community Service

Recipient, November 2012

- For outstanding service in supporting the Donna M. Crandall Foundation in a special way.

Dean's List, Syracuse University

Fall, 2012

COMMUNITY SERVICE

Niskayuna Town Pool Swim-A-Thon for the Donna M. Crandall Foundation, Niskayuna, NY

Volunteer co-chair, 2010-2012

- Plans, organizes and operates charity swim-a-thon and raffle which raises over 1700 dollars a year

SKILLS

Proficient in Microsoft Office Suite, Microsoft Visio, Microsoft SQL Server and Microsoft VBA